

広報番号： Announcement No.	FLCY-23-16
募集締切日： Closing Date	14 Mar 16
発行日： Date of Issue	22 Feb 16

<p>1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>2</u>)</p> <p>Freight Clerk, #79</p> <p>(貨物係事務職)</p> <p>Acceptable trainee level (採用可能見習い等級): N/A</p> <p> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </p>	<p>募集人数 No. of Recruitment</p> <p>1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant</p>
--	--	--

2.部隊 Activity NAVSUP Fleet Logistics Center Yokosuka Regional Services Department Joint Personal Property Shipping Office (Code 440) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi	
	5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Mon thru Fri

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

☒ 常用 Permanent
☐ 限定 Limited Term (____ ヵ月 Months)

6.職務内容 Duties	Please see the attached task list.
---------------	------------------------------------

7. 資格要件／身体条件 Qualification/Physical Requirements

- a. One year of general work experience or completion of 2-years junior college/2-years of technical school or 4-years degree in any field.
- b. Knowledge of Personal Property/Household Goods/Unaccompanied Baggage shipment procedures
- c. Skill in operating personal computer such as MS Word, Excel, and Access.
- d. Ability to review shipping documents for completeness of entries.
- e. Ability to speak, read and write English at average proficiency level. (LD-2)

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力
Exceptional

<p>學歷 Educational Background : 7/8 欄参照 See blocks 7 & 8</p>	<p>免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</p>
---	--

<p align="center">8.提出するもの Application and Associated Documents</p>	<p align="center">職務状況 Working Condition</p>
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』</p> <p>If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</p> <p>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

神奈川県横須賀市泊町 1 番地

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

〒238-0001

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: FLCY C323

軍電 (DSN) 243-6489/8024

PD No.: FLCY-440-005

PD is accurate and current. Certified by Activity: ha

HRO: (rcvd: 2/2) js
2/19 ms 2/19

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

TASK LIST

1. Prepares and distributes Government Bills of Lading (GBL) and Transportation Control and Movement Documents (TCMD) for shipment of household goods and unaccompanied baggage. Researches applicable directives and regulations to determine correct routing, proper appropriation data and valid transportation account codes (TAC) are assigned. Conducts cost analysis in determining the Best Value Transportation Service Provider (TSP) to utilize for the selected mode of service which will meet the time parameters. Verifies proper consignment instructions are followed in the routing of shipments in order to prevent misconsignment, additional costs to the government and hardship to the customer. Ensures correctness of required documentation prior to distribution to U.S. Customs, in-transit water and aerial ports and destination transportation offices throughout the world.
2. Approves, disapproves, or disputes invoices or pre-approval accessorial services submitted by TSP's or contractors adhering to time limitation in order to prevent prompt payment interest. Refers difficult or complex claims to senior clerks. Invoices are submitted electronically through DPS by the TSP and manually from the Direct Procurement Method contractor. Certified and approved invoices are forwarded to the Defense Finance and Accounting Service (DFAS) for payment.
3. Maintains suspense files to ensure timely receipt of certified weight tickets for all HHG and UB shipments verifying that TSP has entered correct weights in the Defense Personal Property System (DPS). Maintains documentation for all personal property files and adheres to DON records management procedures for the storage, disposition and destruction of same. Collect's, consolidates and distributes personal property data for metrics reporting. Monitors TSP/contractor performance and initiates appropriate punitive actions for violations of the Tender of Service (TOS). Actions include, but are not limited to issuing Letters of Warning (LOW) and Letters of Suspension (LOS). Resolves disputes between the customer and the TSP/contractor or refers disputes to the supervisor.
4. Provides shipping data in reply to tracer actions action from the customer or destination transportation office. Researches shipping information through the use of Water Port System (WPS) for household goods shipments and Integrated Development Environment/Global Transportation Network (IGC) for unaccompanied baggage shipments. Responses are provided by fax, email, or telephonically. Manages shipments in Storage in Transit (SIT) notifying customers of impending storage expiration dates. Receives and forwards storage extension requests to the supervisor for approval or disapproval. Prepares storage extension approvals and distributes to TSP or provides notification to TSP to convert shipments to commercial storage.

Performs other related or incidental duties as assigned.